Attendance Report (DOE-AT)   Version 05.13.05

The purpose of this data collection is to gather student attendance information. This attendance information is utilized for several purposes, including calculations in Adequate Yearly Progress (AYP).

Audience

This is a required collection for public schools, accredited nonpublic schools, charter schools, and freeway school.

Instructions

Count those students who attended at any time during the academic year **except** for Pre-Kindergarten and Post High School students. Summer school attendance is not reported. Report each student at the school(s) he or she attended.   All days should be reported as either full (1) or half (.5) day. The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document. This file must contain all the fields in the order described in the data layout below.

A **trial submission period** will be available **June 1**, **2005** through **June 10, 2005**. This optional period will provide the opportunity to verify transmission and validity of the data file **prior to** the actual collection cycle. All data submitted during this optional period will be **deleted** at the end of the day on June 10, 2005, unless other arrangements have been made with the Department.

The required collection period will begin on **June 13, 2005,** and last until **July 1, 2005**, which is the **final** date for submission. During this time you are required to submit the file, review the processing results of the file for errors, and review the attendance reports in the Message Center for accuracy. Aggregated reports are provided for you in the Message Center Reports and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on **July 1, 2005**, or five (5) business days after the last day of school for students, whichever is later.

Attendance data should not be submitted until the **Certification of Instructional Days** form, which can be found at: http://www.doe.state.in.us/htmls/education.html has been completed on all schools in the corporation. The Certification of Instructional Days form is due no later than **June 15, 2005**. Please contact Mary Mickelson at 317-232-9060 for questions regarding the Certification of Instructional Days. **In addition, students reported in DOE-AT must already have an existing current record in the DOE-PS, Programs and Services**. Any additions and/or corrections to the DOE-PS data **must** be submitted prior to submitting the attendance data. The grade level of the student is no longer collected on the DOE-AT and will be obtained from the DOE-PS.

Attendance (AT) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID **Required Field**: YES	School building where the student enrolled
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student **Required Field**: YES	Nine (9) character Student Test Number (STN)

3	Beginning Date	8 or 10	First day of school or date of latest enrollment if it is after the start of the school year for this student.
			
			Allowable Date Formats Are:
			 MMDDYYYY, MM/DD/YYYY, and BOS
			Where: MM = Month (01 - 12)
			              DD = Day (01 - 31)
			              YYYY = Year (2004 - 2005)
			BOS = Populate with beginning of school date
			
			Required Field: YES
				Dates will be checked to ensure they are valid calendar dates.
				
				If the field contains BOS then the first day of school for the reporting school will automatically be populated by DOE based on the corporation calendar (DOE-CL) submitted to DOE.

4	Ending Date	8 or 10	Last day of school or the withdrawal date for this student if it is prior to the end of the school year.
			
			Allowable Date Formats Are:
			MMDDYYYY, MM/DD/YYYY, and EOS
			Where: MM = Month (01 - 12)
			              DD = Day (01 - 31)
			              YYYY = Year (2004 - 2005)
			              EOS = Populate with end of school date
				Dates will be checked to ensure they are valid calendar dates.
				
				If a beginning date is given and this field is EOS then the last day of school for the reporting school will automatically be populated by DOE based on the corporation calendar (DOE-CL) submitted to DOE.

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			Required Field: YES	
5	Days Attended	5	Total days in attendance during the begin date/end date period. **Allowable Numeric Formats Are:** NNN.D Where: NNN = Whole Number (001–200) D = Decimal Number (0 or 5) **Required Field**: YES	Examples: 10 10.0 10.5 See Scenario #4 for Kindergarten students who attend ½ days. Note: The days attended are NOT the total days of instruction for the school, but total days attended by the student.
6	Excused Days Absence	5	Total days of excused absence during begin date/end date period. **Allowable Numeric Formats Are:** NNN.D Where: NNN = Whole Number (000–200) D = Decimal Number (0 or 5) **Required Field**: YES	Examples: 10 10.0 10.5
7	Unexcused Days Absence	5	Total days of unexcused absence during begin date/end date period. **Allowable Numeric Formats Are:** NNN.D Where: NNN = Whole Number (000–200) D = Decimal Number (0 or 5) **Required Field**: YES	Examples: 10 10.0 10.5 This is an absence not authorized by local administrator or corporation rule. Out-of-school suspension or expulsion is not an unexcused absence. IC 20-8.1-5.1-24 Scenario #8 explains.

References:

AYP: http://www.doe.state.in.us/asap/welcome.html
DOE-CL Corporation Calendar: http://www.doe.state.in.us/htmls/doecl.html. Beginning/ending dates are obtained for calculations.
IDOE Data Calendar: http://www.doe.state.in.us/htmls/datacalendar.html
Certification of Instructional Days: http://www.doe.state.in.us/htmls/education.html. Days obtained for calculations.
DOE-DR Dropout report: http://www.doe.state.in.us/stn/welcome.html
Frequently Asked Questions: http://www.doe.state.in.us/stn/qanda2final.html
DOE-STN Lookup data layout
DOE-PS data layout
Attendance laws: 511 IAC 1-3-3

Example Data File Formats
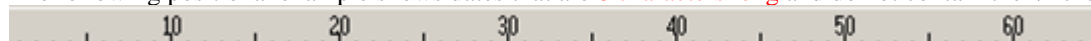
The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,BOS,EOS,175.5,3.5,1.0
0001,000102004,01102003,EOS,93,1,0
0001,000102005,BOS,10012002,35,0,0
0001,000102005,02152003,EOS,75,5,1
```

Positional Format

The following positional example shows dates that are 8 characters long and do not contain the '/' character.

```
          10          20          30          40          50          60
0001000102001      BOS     EOS175.5  3.5  1.0
00010001020040 1102003     EOS   93  1.0    0
0001000102005     BOS10012002   35    0    0
00010001020050 2152003     EOS   75  5.0    0
```

The following positional example shows dates that are 10 characters long and contain the '/' character.

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```
..........10.........20.........30.........40.........50.........60......
0001000102001      BOS      EOS175.5  4.5   1.0
000100010200401/10/2003      EOS   93  1.0    0
0001000102005      BOS10/01/2002   35    0    0
000100010200502/15/2003      EOS   75  5.0    0
```

E(x)tensible Markup Language (XML) Format

```
<XIF_ATData>
    <Corporation Id="8800">
        <School Id="0001">
            <Student STN="000102001">
                <Attendance>
                    <Enrollment BeginDate="BOS" EndDate="EOS" DaysAttended="175.5"
                     ExcusedDaysAbsent="3.5" UnexcusedDaysAbsent="1.0" />
                </Attendance>
            </Student>
            <Student STN="000102004">
                <Attendance>
                    <Enrollment BeginDate="01102003" EndDate="EOS" DaysAttended="93"
                     ExcusedDaysAbsent="1" UnexcusedDaysAbsent="0" />
                </Attendance>
            </Student>
            <Student STN="000102005">
                <Attendance>
                    <Enrollment BeginDate="BOS" EndDate="10012002" DaysAttended="35"
                     ExcusedDaysAbsent="0" UnexcusedDaysAbsent="0" />
                    <Enrollment BeginDate="02152003" EndDate="EOS" DaysAttended="75"
                     ExcusedDaysAbsent="5" UnexcusedDaysAbsent="0" />
                </Attendance>
            </Student>
        </School>
    </Corporation>
<XIF_ATData>
```

Common Scenarios

The following section contains several likely scenarios of student attendance and a description of how they would be reported.

Scenario #1: Traditional Student

Scenario: A student enrolls in a school at the beginning of the school year and attends the same school for the entire school year.

Reporting Result: This requires a single AT record for this student. The beginning date is the first day of school and the ending date is the last day of school. The totals are the total days attended, total days of excused absences, and total days of unexcused absences.

School #1 Data File:
0001,000102001,BOS,EOS,175.5,3.5,1.0

Scenario #2: Student Transfers to another School in State

Scenario: A student enrolls in a school at the beginning of the school year and attends that school for a period of time. At some point during the school year the student transfers to another school within the state.

Reporting Result: This requires each school to submit an AT record for this student for the periods during which the student attended. The original school reports a record with a beginning date of the first day of school and an ending date the student transferred out. The record from the school the student transferred to would have a beginning date of the date the student transferred in and an ending date of the last day of school. Although these dates may overlap due to record keeping, the total of all days attended on all attendance records should not exceed the maximum instructional days.

School #1 Data File:
0001,000102001,BOS,01102003,85.5,1.5,0

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School #2 Data File:
0002,000102001,01122003,EOS,93,1,0

Scenario #3: Highly Mobile Student

Scenario: A student enrolls in a school at the beginning of the school year and attends for a period of time. The student then transfers to another school and attends for a period of time. The student eventually transfers back to the original school.

Reporting Result: This requires three AT records for this student. The original school submits two records, (i.e., one for each of the two different attendance periods). The first record contains a Beginning Date of the first day of school and an Ending Date of the date the student transferred to the other school. The second record submitted by the original school would contain a Beginning Date of when the student transferred back to the school and an Ending Date of the last day of school. The record submitted by the second school has a Beginning Date of when the student transferred in and an Ending Date of when the student transferred out. The total of all days attended on all attendance records should not exceed the maximum instructional days.

School #1 Data File:
0001,000102001,BOS,10012002,40,0,0
0001,000102001,11202002,EOS,85.5,1.5,0

School #2 Data File:
0002,000102001,10022002,11202002,35,0,0

Scenario #4: Kindergarten Student

Scenario: A student attends a.m. **or** p.m. kindergarten five days a week for a half day each day or "all day" kindergarten where they attend two full days and one half day per week, two days one semester and three days the next semester, or two days one week and three days the next week.

Reporting Result: The school reports the student as a half-day (.5) for **each of the sessions the student is in attendance**. If the student is in attendance for five half days or two and a half days in all day kindergarten, 2.5 days will be reported.

School #1 Data File:
0001,000102001,BOS,EOS,89.5,0.5,0

Scenario #5: Student Transfers In from Out of State during the School Year

Scenario: An out-of-state student transfers to an Indiana school at some point during the school year and attends the rest of the school year.

Reporting Result: The school goes to the STN Application Center and performs a "lookup" on this student for an existing STN Number. If no STN Number exists, assign the student an STN number and include the new STN in the monthly STN data update to DOE. The STN Lookup can be submitted for just this student. The school should report a DOE-PS for this student. The school reports a single AT record for this student with a Beginning Date of the date the student transferred in to the school and an Ending Date of the last day of the school year.

School #1 Data File:
0001,000102001,01102003,EOS,93.0,1.0,0

Scenario #6: Student Drops Out or Transfers Out of State

Scenario: A student enrolls in a school at the beginning of the school year. At some point during the school year the student either drops out or transfers out of state.

Reporting Result: The school reports a single AT record with a Beginning Date of the first day of school and an Ending Date the student transferred or dropped out. If the student dropped out, a dropout record would be reported for this student on the DOE-DM report.

School #1 Data File:
0001,000102001,BOS,01102003,85.5,1.5,0,.0

Scenario #7: Student simultaneously attends two or more schools.

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Scenario: A student has "Shared or Dual Enrollment" because the student simultaneously attends two or more schools. A student usually attends one school the majority of the day, but leaves that building to attend a class or classes in another building. Students attending vocational schools for a portion of the day are included in this category.

Reporting Result: The school where the student receives the majority of their education reports a single AT record for the total day. The attendance information submitted on this student is the responsibility of the "primary" school.   The primary school for a student is to be determined by the following **order:** (a) the school has responsibility to determine if the student will be promoted to the next grade; (b) the school will issue a high school diploma to the student; (c) the student attends more than 50% of the day at the school;   (d) the school is the school of legal settlement.

Scenario #8: Out-of-school suspension or expulsion.

Scenario: A student is suspended for 3 days or expelled for 10 days out-of-school and attends the entire year.

Reporting Result for Suspension: The student's days attended, excused days absent, and unexcused days absent will NOT include these three days. The school reports a single AT record with a beginning date of the first day of school and an ending date of the last day of school for the entire year. The days attended for this student are three days less than the school year. A suspension record would be reported on the DOE-SU for this student.

Reporting Result for Expulsion: The student's days attended, excused days absent, and unexcused days absent will NOT include these ten days. The school reports a single AT record with a beginning date of the first day of school and an ending date of the last day of school for the entire year. The days attended for this student are ten days less than the school year. An expulsion record would be reported for this student on the DOE-EX report.

Conflict Resolution Instructions

Previously when two or more schools submitted records for the same STN within the same beginning and ending dates, the first record submitted was retained and then the next school received an error when in all actuality it could have been the first submission causing the conflict of data. Starting with the 2004-2005 school year, any record that creates a conflict will cause the removal of **ALL** records with that STN from the DOE-AT including the records submitted by any other school. In the Message Center, under Conflict Resolution, the school will be able to view what records are in conflict and who the other schools are that are reporting data for this STN. If you believe the record you submitted is not in error, contact the other school to resolve the conflict. Upon resolution, the school that incorrectly reported must delete the record from the Conflict Resolution Page. When the record in error is deleted, any existing records in the Conflict Resolution Page will be placed back into the DOE-AT database. If the DOE-AT record needs to corrected, the record in conflict must be deleted from the Conflict Resolution Page and then the corrected record submitted in the data transfer. DOE-AT records will not be accepted for any STN that resides in the Conflict Resolution Page, an error will be produced in the Data Transfer Results. It is important that you review and resolve the conflicts whenever possible during the collection of the DOE-AT. Records remaining in conflict will not be counted in **ANY** school totals in the Attendance reports.

Change History

Version	Change History
05.13.05	Conflict resolution instructions included.
05.10.05	Scenario 9 dropped.
04.14.05	Audience added, scenario 8 and 9 updated.
03.18.05	Fields 3 and 4 school year dates corrected. Scenario #8 and scenario #9 added.

This section contains a history of changes made to the Data Layout from the prior version 06.02.04. It relates the current fields to their previous location. Version 2.09.05

Field Order	Fieldname Description	Previous Field Order Location	Notes
1	School Number	1	No change
2	Student Test Number (STN)	2	No change
3	Beginning Attendance Date	3	No change
4	Ending Attendance Date	4	No change

ATTENDANCE DATA LAYOUT

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Field Order	Fieldname Description	Previous Field Order Location	Notes
5	Days Attended	5	No change
6	Excused Days Absent	6	No change
7	Unexcused Days Absent	7	No change
	Grade Level	8	Removed, collected on DOE-PS. Scenario #9 removed referred to grade level